



TUALATIN LIBRARY ADVISORY COMMITTEE MINUTES

February 4, 2020

Present: Alan Feinstein, Kaia Gill, Dana Paulino, Nicholas Schiller, Laura Stewart,
Thea Wood, Marcus Young

Absent:

Public:

Staff: Jerianne Thompson, Library Director
Lisa Tattersall, WCCLS Manager

A. CALL TO ORDER

Thea Wood called the meeting to order at 6:30 PM.

B. APPROVAL OF MINUTES

Nicholas Schiller moved and Dana Paulino seconded that the January meeting minutes be approved as written.

C. COMMUNICATIONS

1. Chair: Thea Wood shared her new email address.

2. Staff: Jerianne Thompson announced that the Washington County Board of County Commissioners voted to adopt the ballot title for the library levy renewal for the May 2020 ballot. Consultants who did polling on behalf of the County reported significant support for the library levy. The public is invited to attend a meeting about a proposed veterans' memorial on February 20. Thompson also shared statistics and recent comment cards. Committee members discussed comments about individuals experiencing homelessness at the Library.

3. Teen Library Committee: Kaia Gill reported that TLC is preparing for Unlucky in Love in February, a murder mystery program in March, and an adulting fair in April.

4. Public: None.

D. OLD BUSINESS

1. Library Makerspace: Jerianne Thompson shared an updated rendering of the proposed makerspace room. She also shared images of proposed color schemes and proposed furniture selections.

E. NEW BUSINESS

1. WCCLS: Lisa Tattersall, Manager of Washington County Cooperative Library Services, gave a presentation about WCCLS, comprised of nine cities and three nonprofits in partnership with Washington County to deliver library services. Sixty percent of the \$34 million WCCLS budget comes from the Washington County General Fund and 40 percent comes from a local option levy. Of that, 74 percent goes out to member libraries for direct support. WCCLS provides countywide outreach and youth services, library materials distribution, network and infrastructure, and online services.

2. Child Safety Policy: Jerianne Thompson presented proposed changes to the Child Safety Policy, to designate that a “responsible caregiver” instead of “adult caregiver” must be present with children under the age of 10. The change is proposed to support equity and inclusion.

3. Annual Report: Jerianne Thompson shared draft information to include in TLAC’s annual report to City Council, and committee members offered feedback. A draft report will be presented next month.

F. FUTURE AGENDA ITEMS

1. Children’s Room & Teen Room Policy

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

1. **Members:** None.

H. ADJOURNMENT

Meeting was adjourned at 7:55 PM.

_____, Jerianne Thompson, Recording Secretary



LIBRARY POLICY

CITY OF TUALATIN

CHILD SAFETY POLICY

POLICY: Tualatin Public Library welcomes youth of all ages to use its facilities and services. Tualatin Public Library is a public building, open to everyone, and a child's safety cannot be guaranteed. Children may encounter hazards such as doors, furniture, electrical equipment, and other library patrons.

Responsibility for the behavior and well-being of children using the Library rests with the parent, guardian, or designated caregiver. Library staff members cannot supervise children in the Library.

RULES: Children under 10 years of age must be accompanied by a parent, guardian, or designated responsible ~~adult~~ caregiver at all times while in the Library. This means the caregiver must supervise the child during the entire Library visit by keeping them within their line of sight. Exceptions may be made for some Library events, with parental consent.

Oregon Revised Statutes 163.545: Child neglect in the second degree. (1) A person having custody or control of a child under 10 years of age commits the crime of child neglect in the second degree if, with criminal negligence, the person leaves the child unattended in or at any place for such period of time as may be likely to endanger the health or welfare of such child. (2) Child neglect in the second degree is a Class A misdemeanor.

Tualatin Public Library is not responsible for a minor's selection of library materials, attendance at programs or use of the Internet or other services. Parents, guardians, or responsible ~~adults~~ caregivers are expected to accompany their minor children in the use of library materials and services, including computer use.

Unattended Children

Library staff will take the actions outlined below in situations such as:

- A child is observed to be unattended for more than ~~15~~5 minutes.
- An unattended child appears to be ill, upset, or hungry.
- An unattended child is doing something unsafe, or another person in the Library poses a perceived threat to the child.
- A child or minor is not picked up at closing time.

Library staff will attempt to contact the parent or guardian. If staff cannot contact the parent or guardian, they may place the child in the care of Tualatin Police.

Code Adam

Tualatin Public Library uses Code Adam when a child is reported missing.

When a child is reported missing, all Library staff will stop work to assist in the search. Library programs and the staff leading them can continue but may be disrupted in the course of the search.

Library and/or City staff will search the building and block all exits. No one is allowed to leave or enter the building while a Code Adam is in progress.

If the child is not found within 3 minutes of the first announcement, Library staff will call 911. Tualatin Police Department will take charge of the situation and instruct Library staff in next steps.

APPROVAL: This policy is approved by Tualatin Library Advisory Committee September 1, 2015.



2019 ANNUAL REPORT

Tualatin Library Advisory Committee

1. BACKGROUND

The Tualatin Library Advisory Committee (TLAC) was established by Ordinance 758-88, adopted by Council on October 10, 1988, and incorporated into the Tualatin Municipal Code as Chapter 11-4. The enabling ordinance requires the TLAC to file an annual report with the Council including a summary of the committee's activities during the preceding year and other matters and recommendations the committee deems appropriate.

Members of the TLAC during 2019 include Alan Feinstein, Nicholas Schiller (Vice Chair), Laura Stewart, Thea Wood (Chair), and Marcus Young. Former members included David Jaimes and Jack Milne (teen representative), who resigned in October 2019. Dana Paulino and Kaia Gill (teen representative) joined the committee in November 2019.

2. ROLES OF THE COMMITTEE

- A. Consult with and advise the Library Manager on all matters affecting operational policies of the City Library.
- B. Make recommendations to the City Council with respect to services, facilities, and all other matters pertaining to the maintenance and improvement of the City Library.
- C. Hear and consider complaints about City Library policies or materials.

3. ACTIONS AND ACCOMPLISHMENTS IN SUPPORT OF ROLES IN 2019

A. CONSULT WITH AND ADVISE THE LIBRARY MANAGER ON ALL MATTERS AFFECTING OPERATIONAL POLICIES OF THE CITY LIBRARY

1. Committee members considered & provided recommendations on several operational policies, including Community Room Use, Confidentiality of Library Records, Gifts, and Use of Library by Tutors.
2. TLAC discussed and provided comments to Library management regarding the makerspace design, internet filtering, library user survey, Summer Reading, library facilities, library budget, library utilization trends, volunteerism, and services for youth, school-age children, teens, and adults. Committee members shared their perspective as citizens and library users, providing input representing our diverse community.

B. MAKE RECOMMENDATIONS TO THE CITY COUNCIL WITH RESPECT TO SERVICES, FACILITIES, AND ALL OTHER MATTERS PERTAINING TO THE MAINTENANCE AND IMPROVEMENT OF THE CITY LIBRARY.

1. TLAC members provided recommendations for the Library's updated strategic plan and strategies for 2020. Highlighted accomplishments included:
 - a. 88% of surveyed parents said storytime helped them feel more confident about helping their child learn and 100% learned something they could share with their child.
 - b. 97% of survey participants ranked library service as good to excellent. 95% said the Library is a welcoming place.
 - c. 944 children (about 65% of the eligible population) are participating in 1000 Books Before Kindergarten.
 - d. Outreach to schools and organizations serving youth increased. Hosted multiple 4th grade field trips, registering approximately 250 new library cards.
 - e. Participation in Summer Reading Program expanded. 65% of surveyed parents said their child read for fun more often last summer because of Summer Reading.
 - f. Makerspace equipment was expanded.
 - g. Support of planning and implementation of ¡Viva Tualatin!

Committee members discussed and made suggestions to support programs and services that align with the following City Council 2030 Vision initiatives: a connected, informed, and civically engaged community that embraces our city's diversity; an inclusive community that promotes access, diversity, and equity in creating a high quality of life for everyone; and vibrant and accessible gathering places throughout the city that build and celebrate our whole community.

2. TLAC recommended the Library pursue facility improvements to create a glass classroom / makerspace within the Library.
3. TLAC received presentations from a number of library partners and recommended activities to strengthen these partnerships. Presentations included:
 - a. Teen Library Committee
 - b. City Manager's Office
 - c. Community Development
 - d. Tualatin Library Foundation
 - e. Friends of Tualatin Library

C. HEAR AND CONSIDER COMPLAINTS ABOUT CITY LIBRARY POLICIES OR MATERIALS.

1. TLAC holds open meetings and members of the public are invited to attend. No formal complaints were brought before the committee in 2019.
2. TLAC members review comment cards received by the City regarding the Library each month and provide feedback on the topics raised.

4. ACTION PLAN FOR 2020

A. LONG-RANGE PLANNING

TLAC will continue to be actively involved and provide citizen feedback for the Library strategic plan and review Library services in light of priorities identified in the Library strategic plan.

B. REVIEW OPERATIONAL POLICIES

TLAC will continue to be actively involved and educated in the operations and roles of the Library. TLAC will provide citizen feedback as Library management reviews and updates operational policies.

C. ADVANCE COUNCIL VISION

TLAC will support social equity and inclusion within Library programs and services, providing opportunity to thrive for all community members.

cc: Tualatin Library Advisory Committee (TLAC)